

IT RFQ Pricing Spreadsheet Reference

How to use the SRS-published Excel pricing template (.xlsx version)

This is a PDF reference for the SRS Networks IT RFQ Pricing Spreadsheet. The actual editable template is in Excel (.xlsx) format — download from srsnetworks.com/what-is-an-rfq-for-it-projects.

Section structure

Section	Contents
Buyer Information	Project name, site count, contact, response deadline. Buyer fills in YELLOW cells before
Structured Cabling	Pre-built line items: Cat6A horizontal, Cat6 alternate, fiber, jacks, panels, J-hooks. 10+
Labor — Cabling	Pull labor by ceiling type, termination labor, Fluke certification per drop, OTDR per fiber
Network Hardware	Access switches, APs, controller, install/config labor. 6 rows. Vendor specifies model in
Project Management	PM coordination, site survey, as-built docs, closeout package. 4 rows.
Mobilization + Travel	Project-wide and per-site mobilization, travel and per-diem. 3 rows.
Optional / Change-Order Rates	After-hours multiplier, weekend multiplier, T&M hourly rates. 4 rows.
Vendor Information	Company name, contact, insurance/certifications attached. Vendor fills in YELLOW cells

Color conventions in the Excel file

Yellow cells: vendor fills in unit prices and company info

Black formula cells: extended price = quantity × unit price (auto-calculated)

Slate section headers: do not edit — used for section subtotals

Orange grand total: sum of all section subtotals (auto-calculated)

How vendors should respond

1. Open the Excel file in Microsoft Excel, Google Sheets, or LibreOffice.
2. Fill in unit prices in YELLOW cells. Extended prices and section subtotals calculate automatically.
3. Add line items if your scope requires (insert rows; formulas in Total column will adjust).
4. Fill in vendor company information at the bottom.
5. Submit the completed .xlsx file (NOT a PDF export — buyers need the working spreadsheet).